

Section I. CMT RENEWAL INSTRUCTIONS

- Download/Print the PDF application and complete the entire form
- Print the application for the RN signature under section I-line 8
- Make sure to include your social security number or TIN on Item 3
- Section V. Discipline Questions this section must be completed by all applicants
- Section VII. Applicant Signature and \$30 payment must be completed by all applicants (for those who choose to mail in your application do not include credit or debit card information please mail in your application with money order or cashier's check)

Please email completed application and required documents to mbon.cmt@maryland.gov

A. CMT renewal applicants expired passed the 30 day grace period but have taken the clinical update must submit the following:

- Completed CMT renewal application (**question 5&6 applies to you**)
- \$30 fee
- Clinical Update must be entered online by the RN
- Print the application for the RN signature under section I-line 8 (signature and license number must be on application)

OR

B. CMT renewal applicants who have repeated the CMT 20 training program must submit the following:

- Completed CMT renewal application (**question 7 applies to you**)
- Class List indicating 20 hour course repeated
- \$30 fee
- Print the application for the RN signature under section I-line 8 (signature and license number must be on application)

Section II. CNA RENEWAL INSTRUCTIONS

- Download/Print the PDF application and complete the entire form
- Make sure to include your social security number or TIN on Item 3
- Section V. Discipline Questions this section must be completed by all applicants
- Section VII. Applicant Signature and \$40 payment must be completed by all applicants (for those who choose to mail in your application do not include credit or debit card information please mail in your application with money order or cashier's check)

Please email completed application and required documents to mbon.cna@maryland.gov

A. CNA renewal applicants expired passed the 30 day grace period must submit the following:

- Completed CNA renewal application
- Verification of Employment form
- Finger print receipt (if you have been expired for more than a year)
- \$40 fee

OR

B. CNA renewal applicants who have repeated the CNA training program/Nursing Students must submit the following:

- Completed CNA renewal application
- Original Confirmation Letter from training program or electronic official transcript sent from the college or University only
- Finger print receipt (if you have been expired for more than a year)
- \$40 fee

OR

C. CNA renewal applicants who are renewing using a current out of state CNA certification must submit the following:

- Completed application
- Finger print receipt (if you have been expired for more than a year)
- Copy of your current out of state CNA certification
- \$40 fee

Section III. CNA Endorsement

If you have never had a CNA certification in Maryland and would like to transfer a CNA certification from another state this is the form that needs to be completed. If you have had a previous CNA certification please email mbon.cna@maryland.gov.

- Download/Print and complete entire PDF application online
- Finger print and background check receipt
- Section V. Discipline Questions this section must be completed by all applicants
- Section VI. Passport sized photo
- Section VII. Applicant Signature and \$20 payment must be completed by all applicants (for those who choose to mail in your application do not include credit or debit card information please mail in your application with money order or cashier's check)
- Copy of your out of state CNA certification

Please submit your completed application and required documents to mdbon.cnaend@maryland.gov

Section IV. CNA Initial Application

If you have previously had a CNA certification in Maryland, do not complete the CNA Initial Application please email mbon.cna@maryland.gov

- Download/Print and complete entire PDF application online
- **Only print if Instructor's signature is needed**
- Finger print and background check receipt
- Section V. Discipline Questions this section must be completed by all applicants
- Section VI. Passport sized photo
- Section VII. Applicant Signature and \$20 payment must be completed by all applicants (for those who choose to mail in your application do not include credit or debit card information please mail in your application with money order or cashier's check)
- Official transcript must be submitted by the college or university only
- If you have to answer yes to any discipline questions (section V), please email your court documents and explanation to mbon.backgroundreview@maryland.gov.
- Nursing students- The date training program was completed is the date you completed your required fundamentals course(s) and not your expected graduation date

Please submit your completed application and required documents to mdbon.inac@maryland.gov